

# OAK RIDGE R2A2 MAPPING

## Organization Planning and Budget Division

<b>Roles &amp; Responsibilities</b> (per ORO Manual 110)	<b>Accountabilities</b> (Internal and External)	<b>Authorities Delegated</b>	
		<i>Type</i>	<i>From</i>
<b>Allottee/Funds Certification and Distribution System</b> <ul style="list-style-type: none"> <li>Design, maintain, and operate the OR internal control systems (BEFS).                             <ul style="list-style-type: none"> <li>Update/maintain tables for Congressional control/base table controls.</li> </ul> </li> <li>Issue passwords to P&amp;B Staff and other sub-allottees.</li> <li>Develop, design, and maintain, and process BEFS budget execution reports.</li> </ul>	Congress Taxpayers HQ CFO GAO IG OR CFO DOE CFO OR Manager OR Program Offices Other Federal Agencies Commercial Auditors SPRO SRO Y-12 Site Office HQ NNSA HQ DOE Program Offices All DOE OR Organizations	CFO Act of 1990 (PL 101-576) Anti Deficiency Act DOE O 520.1 Office of CFO DOE O 534.1A Accounting Order DOE Order 135.1 Budget Execution – Funds Distribution and Control GAO Manual for Guidance of Federal Agencies (Title 7 Fiscal Procedures) OMB Circular A-34-Instructions on Budget Execution OMB Circular A-127 Financial Management Systems Treasury Orders TFM 2-4200, Yearend Closing Statement – Certification of yearend balances Economy Act	US Congress DOE CFO OR Manager ORO CFO OMB Other Federal Agencies
What Does this organization do for the department? Is it in <i>direct or indirect</i> support of Departmental missions?	To whom is this organization accountable to? How is accountability assured? External Review	What authorities are vested in the organization that allows these responsibilities to be carried out? Appraisal?  <b><u>TYPES of DELEGATIONS:</u></b> Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.) Federal Law (29CFR1910, 10CFR830, etc.) DOE Directives (i.e., DOE Order 521.1A) Interagency Agreements (i.e., State, EPA, NRC, etc.) Include implied Authorities	

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<b>Maintain/Operate Sound Funds Control Process</b> <ul style="list-style-type: none"> <li>• Use source documents to determine authority to use funding.</li> <li>• Track, coordinate, and process IWO's with other Ops offices and their contractors.</li> <li>• Certify funds and process 3,500 Work for Others documents annually.</li> <li>• Issue 50 monthly Financial Plans to OR Contractors (both M&amp;O/M&amp;I and non-integrated contractors.)</li> <li>• Initiate requests to P&amp;C Division for monthly contract modifications.</li> <li>• Track/process commitments and obligations.</li> <li>• Input contract obligations into DISCAS.</li> <li>• Coordinate monthly AFP changes.</li> <li>• Certify funds availability for each transaction.</li> <li>• Certify availability of funds for withdrawal from ORO AFP/Allotment.</li> <li>• Provide advice and strategies to Sr. Management and program offices for emerging funding concerns.</li> <li>• Read and interpret congressional appropriations language to insure local adherence to congressional requirements and intent.</li> <li>• Ensure obligations do not exceed funds appropriated by Congress or otherwise made available with respect to amount, purpose, and time.</li> <li>• Interpret DOE budget policy, principles, and requirements for ORO and our contractors; provide consistent budget guidance to all contractors for all programs; and approve practices and procedures necessary to carry them out.</li> </ul>	Congress Taxpayers HQ CFO GAO IG OR CFO OR Manager OR Program Offices Other Federal Agencies Commercial Auditors USEC Y-12 Site Office HQ NNSA HQ DOE Program Offices M&O, M&I Contractors DOE Direct Contractors All DOE OR Organizations	CFO Act of 1990 (PL 101-576) Anti Deficiency Act DOE O 520.1, Office of CFO DOE O 534.1A Accounting Order DOE Order 135.1 Budget Execution – Funds Distribution and Control GAO Manual for Guidance of Federal Agencies (Title 7 Fiscal Procedures) OMB Circular A-34-Instructions on Budget Execution OMB Circular A-127 Financial Management Systems Treasury Orders TFM 2-4200, Yearend Closing Statement – Certification of yearend balances Economy Act GSA Travel Regs	US Congress DOE CFO OR Manager ORO CFO GAO OMB Other Federal Agencies
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<b>Maintain/Operate Sound Funds Control Process (continued)</b> <ul style="list-style-type: none"> <li>Continually monitor and analyze expenditure/uncosted trends and alert programs/contractors if corrective action appears warranted.</li> <li>Ensure consistency with Congressional, OMB, and Departmental Controls.</li> <li>Recommend disciplinary action for any violation of funds control regulations.</li> <li>Reconcile BEFS/DISCAS records to source documents to identify and correct errors in a timely manner.</li> <li>Program Direction <ul style="list-style-type: none"> <li>Develop integrated funding allocations for all programs.</li> <li>Present integrated funding allocations to OR senior board for approval.</li> <li>Issue allocations for travel to OR organizations.</li> <li>Issue allocations for other program direction accounts to OR organizations.</li> <li>Delegate authority to individuals in OR organizations (sub-allottees) for certification of funds for travel and other small purchases.</li> </ul> </li> <li>Train/certify sub-allottees for program direction accounts.</li> </ul>

What Does this organization do for the department?  
Is it in ***direct or indirect*** support of Departmental missions?

<b><i>Accountabilities</i></b> (Internal and External)

To whom is this organization accountable to?  
How is accountability assured? External Review

<b><i>Authorities Delegated</i></b>	
<i>Type</i>	<i>From</i>

What authorities are vested in the organization that allows these responsibilities to be carried out?  
Appraisal?

### **TYPES of DELEGATIONS:**

Letter from DOE/HQ (i.e., Secretary, Deputy Secretary, Assistant Secretary, etc.)  
Federal Law (29CFR1910, 10CFR830, etc.)  
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		<i>Type</i>	<i>From</i>
<b>Budget Formulation</b> <ul style="list-style-type: none"> <li>Maintain Automated Budget Formulation System (Module of BEFS).                             <ul style="list-style-type: none"> <li>Update/maintain tables for Congressional control/base table controls.</li> </ul> </li> <li>Issue passwords to DOE and contractor users.</li> <li>Develop, design, and maintain, and process BEFS budget reports.</li> </ul>	Congress Taxpayers HQ CFO GAO IG OR CFO OR Manager OR Program Offices Other Federal Agencies Commercial Auditors USEC Y-12 Site Office HQ NNSA HQ DOE Program Offices M&O, M&I Contractors DOE Direct Contractors All DOE OR Organizations	CFO Act of 1990 (PL 101-576) DOE O 520.1, Office of CFO DOE O 534.1A Accounting Order DOE O 130.1 Budget Formulation GAO Manual for Guidance of Federal Agencies (Title 7 Fiscal Procedures) OMB Circular A-11 "Preparation and Submission of Budget Estimates" Economy Act GSA Travel Regs	US Congress DOE CFO OR Manager ORO CFO OMB Other Federal Agencies
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<b>Produce Integrated Budget Documents</b> <ul style="list-style-type: none"><li>• Issue integrated budget calls to contractors (call for budgets for all sponsoring programs) establishing standard escalation rates, financial guidance re. appropriate funding sources, due dates, deliverables, etc.</li><li>• FWP’s</li><li>• PBS’s</li><li>• Coordinate review and comments of budget estimates with ORO programs and affected matrix staff.</li><li>• Consolidate budget requests from multiple contractors/sources into integrated budget schedules by various sorts such as Assistant Secretary, Congressional Control Point, Contractor, etc.</li><li>• Produce Crosscut Budget Schedules<ul style="list-style-type: none"><li>• Issue calls to multiple contractors.</li><li>• Develop templates for electronic development of contractor crosscut documents.</li><li>• Coordinate DOE reviews.</li><li>• Submit to HQ functional leads and program offices.</li></ul></li><li>• Coordinate development, review and submission of Construction Project Data Sheets.</li><li>• Draft ORO consolidated budget transmittal to HQ CFO and programmatic AM's.<ul style="list-style-type: none"><li>• Programmatic Summary Overview.</li><li>• ORO Corporate Issues.</li><li>• ORO Program Direction Overview.</li><li>• Summary ORO Budget Estimates.</li><li>• Detail ORO Budget Volumes.</li></ul></li></ul>	Congress Taxpayers HQ CFO GAO IG OR CFO OR Manager OR Program Offices Other Federal Agencies GSA Commercial Auditors USEC Y-12 Site Office HQ NNSA HQ DOE Program Offices All DOE OR Organizations	Type	From
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<b>Produce Integrated Budget Documents (continued)</b> <ul style="list-style-type: none"> <li>Respond to “what if” questions from the OR Manager, HQ Programs, HQ CFO, the public, OMB, Congress, etc., throughout the 3 year budget cycle.</li> <li>Prepare analysis of the President’s Budget and probable impact on ORO budget and coordinate rollout of data with PIO to interested external parties.</li> <li>Facilitate interactions between HQ, Program Offices, and contractors regarding field budget matters.</li> </ul>			
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<b>Program Direction Budgets</b> <ul style="list-style-type: none"> <li>Develop budget estimates for each HQ office that funds ORO stuff, using CFO guidance, ORO management assumptions, and historical modeling as necessary.</li> <li>Obtain or estimate ORO share of President's budget for each account.</li> <li>Orchestrate Budget Validation for certification to the HQ CFO.</li> <li>Coordinate upcoming budget requirements with each ORO office to determine trends, new requirements, changes in staffing levels, new initiatives, etc. Translate requirements into funding estimates.</li> <li>Develop consolidated ORO Program Direction Budget to ensure activities funded via multiple programs are fully covered.</li> <li>Produce ORO Budget request for submission to each sponsoring program direction office in HQ including:                             <ul style="list-style-type: none"> <li>DOE UNICALL requirements.</li> <li>OMB schedules/formats.</li> <li>Performance measures to support budget requests.</li> </ul> </li> <li>Address any shortfalls at the target case and advise ORO management of areas of concern and potential impacts.</li> </ul>	Congress Taxpayers HQ CFO GAO IG OR CFO DOE CFO OR Manager OR Program Offices Other Federal Agencies GSA Commercial Auditors USEC Y-12 Site Office HQ NNSA HQ DOE Program Offices All DOE OR Organizations	CFO Act of 1990 (PL 101-576) DOE O 520.1, Office of CFO DOE O 534.1A Accounting Order DOE O 130.1 Budget Formulation GAO Manual for Guidance of Federal Agencies (Title 7 Fiscal Procedures) OMB Circular A-11 "Preparation and Submission of Budget Estimates" Economy Act GSA Travel Regs	US Congress DOE CFO OR Manager ORO CFO OMB Other Federal Agencies
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<b>Other</b> <ul style="list-style-type: none"> <li>• Represent ORO on budget issues in IG and GAO audits.</li> <li>• Coordinate responses to IG, GAO, OMB, Congressional, and other external inquiries regarding budgets.</li> <li>• Calculate Fee base for M&amp;O/M&amp;I contractors.</li> <li>• Maintain Historical Budget Data for ORO.</li> <li>• Participate in DOE-Wide Financial Development Training Program in order to ensure a well-qualified financial management staff.</li> <li>• Develop contractor performance measures for budget activities.</li> </ul>	Congress Taxpayers HQ CFO GAO IG OR CFO DOE CFO OR Manager OR Program Offices Other Federal Agencies GSA Commercial Auditors Y-12 Site Office HQ NNSA HQ DOE Program Offices M&O, M&I Contractors DOE Direct Contractors All DOE OR Organizations President Management Agenda	CFO Act of 1990 (PL 101-576) Anti Deficiency Act DOE O 520.1, Office of CFO DOE O 534.1A Accounting Order OMB Circular A-34- Instructions on Budget Execution OMB Circular A-127 Financial Management Systems Treasury Orders TFM 2-4200, Yearend Closing Statement – Certification of yearend balances Economy Act GSA Travel Regs	US Congress DOE CFO OR Manager ORO CFO GAO OMB
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Serve on HQ CFO Teams to develop strategies to address emerging budget issues (e.g. new Congressional budget requirements/ restrictions, process changes, funding strategies, financial system designs, etc.)



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<b>Yearend/Beginning</b> <ul style="list-style-type: none"> <li>Respond to audit inquiries for yearend audit of OR Financial Statements.</li> <li>Certify contractor travel expenditures.</li> <li>Reconcile IWO's with other Ops offices.</li> <li>Finalize all Construction Directives with Project Managers.</li> <li>Submit Uncosted Balance Justification report to HQ CFO.</li> <li>Calculate and submit mandatory obligation requirements by week for upcoming year.</li> <li>Finalize all outstanding budget execution issues by mid-September.</li> <li>Issue two September Financial Plans (final at midnight on 9/30 for WFO cutoff).</li> <li>Issue planning guidance to contractors to prepare for potential Continuing Resolution (C/R).</li> <li>Roll over all budget tables to new year.</li> <li>Issue Financial Plans and request contract mods daily/weekly etc. to keep contractors funded during C/R or partial initial AFP's.</li> </ul>	Congress Taxpayers HQ CFO GAO IG OR CFO DOE CFO OR Manager OR Program Offices Other Federal Agencies Commercial Auditors Y-12 Site Office HQ NNSA HQ DOE Program Offices All DOE OR Organizations OR Contractors	CFO Act of 1990 Anti Deficiency Act DOE O 520.1, Office of CFO DOE O 534.1A Accounting Order GAO Manual for Guidance of Federal Agencies (Title 7 Fiscal Procedures) OMB Circular A-34-Instructions on Budget Execution OMB Circular A-127 Financial Management Systems Treasury Orders TFM 2-4200, Yearend Closing Statement – Certification of yearend balances Economy Act GSA Travel Regs	US Congress DOE CFO OR Manager ORO CFO GAO OMB
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